

EMPLOYMENT OPPORTUNITY

JOB TITLE: Secretary II
REPORTS TO: Fire Operations Section Chief
DEPT/DIV: Fire/Operations Section
STARTING SALARY: \$11.00
APPLICATION DEADLINE: Open

Exempt:
Classified: X

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Serves in an administrative support capacity to the Operations Section; coordinates bid submittal process for personnel assignments; coordinates and maintains incident, inventory, hydrant, pre-planning, staff and schedule information and records in management software and spreadsheets; coordinates response billing and deployment reimbursements; coordinates accident, injury and exposure reports for Safety Committee review; processes monthly check sheets and inspections; digitizes records using imaging software; assists with logistical and planning activities; receives, prepares and processes correspondence; enters and maintains data in computers using word processing, spreadsheet and management software; operates various office machines; prepares and maintains records and reports; assists with research and development of specifications; assists with processing travel and training requests; posts backup for other administrative staff; assists with special projects.

Other Job Functions: Performs other duties as required.

WORKING CONDITIONS

Works indoors in normal office environment. Must be available to work 8:00 a.m. to 5:00 p.m., Monday-Friday, and any overtime when necessary.

MINIMUM ESSENTIAL QUALIFICATIONS

Knowledge: Extensive knowledge of purchasing procedures and City policies and procedures; thorough knowledge of secretarial methods and all related skills; thorough knowledge of mathematical calculations; knowledge of the AS400 purchasing system and MS Office software and other management software in use by the Fire Department.

Skills/Abilities: Excellent mathematical skills, ability to reason and make decisions; ability to read complex text and communicate orally and in writing; ability to direct others and train subordinate personnel; ability to use all office machines; ability to maintain effective working relationships with other employees and the public; ability to type and operate PC.

Physical Requirements: Essential: Constantly sees and hears; frequently sits, types, operates a PC, writes by hand, stands, climbs, files, operates a calculator, walks, sorts, kneels, differentiate colors; bends, squats; infrequently carries, holds and lifts objects weighing up to 50 lbs., drives; stoops; cleans.

Education/Experience: Graduation from high school supplemented by college level courses in secretarial science preferred; thorough experience in secretarial and general clerical work including operation of a word processor; two years of relevant, related secretarial experience. Prefer two (2) years experience with municipalities; experience in MS Office applications. Experience with AS400 purchasing system and Firehouse management software preferred.

Other: Typing test of 40-45 wpm preferred. Applicant selected for hire shall be subject to drug/alcohol screen test.

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The City of Beaumont does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance contact a Human Resources representative at (409) 880-3777 or through RELAY Texas at 1-800-735-2989 or mail your request to P.O. Box 3827, Beaumont, Texas 77704. The City may consider all related education and/or experience in determining the applicant's minimum qualifications and starting salary.